

# DONCASTER LINK – GP ACCESS GROUP – MEETING SUMMARY

**Date:**  
10<sup>th</sup> February 2010

**Time:**  
10am

**Venue:**  
Doncaster Business Innovation Centre

**Attendees:**  
Sheila Barnes, Deirdre Coward, Donna Cibor (Host) and Jan Higgins (Host)

**Apologies:**  
Joyce Parrott and Joan Shacklock

*The following is purely to give the essence of the meeting.*

**Opening:**  
The meeting opened with Sheila Barnes welcoming all and introductions were made.

- **Item 3 – Agree minutes from 26<sup>th</sup> January 2010.** All agreed the notes were correct with no amendments.

- **Item 4 – Final Report.**

- |                            |                                  |
|----------------------------|----------------------------------|
| ➤ Contents                 | To be agreed at the next meeting |
| ➤ Introduction             | Completed by Sheila Barnes       |
| ➤ Executive Summary        | Completed by Sheila Barnes       |
| ➤ Process and Methods Used | Completed by Sheila Barnes       |
| ➤ Findings                 | Completed by Sheila Barnes       |

**Action:** Host to create a draft report for the next meeting and get a cost for the print of 100 copies.

**Action:** Cover letters to GP Surgeries, PCT and CQC - put on the agenda for the next meeting.

- **Item 6 – Review and Update Action Plan.** The Host to update and distribute the Action Plan.
- **Item 7 – Next GP Access Group Meeting.** 25<sup>th</sup> February 2010 10am to 12 noon.
- **Item 8 – Close.** The meeting closed at 11am.

**Minutes submitted by:**

Jan Higgins

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